

From the
Dean of Academic Services
and the

Dean of Technical/Occupational Services

January 3, 1991

Vol. 1, No. 8

**NEW COLLEGE POLICY
ADOPTED ON
COMPETENCIES TO REQUIRED
OF STUDENTS**

At the December 20, 1990, meeting of the President's Administrative Staff, President Tom Umphrey approved **eight recommendations** regarding required student competencies. These recommendations were submitted to the Administrative Staff by the **Committee on Instruction, Curriculum, and Learning Resources.**

The recommendations are as follows:

Recommendation #1:

For each formal degree and certificate which it awards, the College shall develop and publish a **statement of the specific competencies** which a student must demonstrate before the student can earn the degree and/or certificate. For the AA and AS degrees, a discrete statement of these competencies shall be done for each "major".

Recommendation #2:

For each formal degree and certificate which it awards, the College shall develop a statement of the **math competencies** which a student must demonstrate before a student can earn the degree or certificate. These competencies shall be specific and shall not be a statement such as "the student shall successfully complete MTH 109."

Recommendation #3:

For each formal degree and certificate which it awards, the College shall develop a statement of the **reading competency** which a student must demonstrate before a student can earn the degree or certificate. This statement of

required reading competency shall include a minimum-grade-level requirement.

Recommendation #4:

For each formal degree and certificate which it awards, the College shall develop a statement of the **oral communications competencies** which a student must demonstrate before a student can earn the degree or certificate. These competencies shall be specific and shall not be a statement such as "the student shall successfully complete SPH 106".

Recommendation #5:

For each formal degree and certificate which it awards, the College shall develop a statement of the **writing competencies** which a student must demonstrate before a student can earn the degree or certificate. This competencies shall be specific and shall not be a statement such as "the student shall successfully complete ENG 101".

Recommendation #6:

The College shall establish those competencies in reading, writing, oral communications, and fundamental mathematical skills which a student must demonstrate **before that student will be allowed to take each course at the College.** A discrete statement of required competencies shall be developed for each course.

Recommendation #7:

The College shall develop and implement effective procedures which **ensure that students will not enroll in classes for which they have not demonstrated the required competencies** in reading, writing, oral communications, and fundamental mathematical skills.

January 3, 1991, p. 2

New Policy on Competencies (cont.)**Recommendation #8:**

The College shall develop and publish a list of courses which a student may not take if that student's ASSET scores indicate that the student should be taking a developmental course (or courses). For example, a list of courses would be prepared which designated those courses that a student could not take if that student's ASSET score indicated that the student should be enrolled in RDG 085. A similar list should be prepared for MTH 091/092 and ENG 091/092

The President directed Dean Howington and Dean Kynard to take appropriate steps to implement these recommendations as quickly as possible.

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**TRACKING SYSTEM INITIATED
FOR
DEVELOPMENTAL EDUCATION**

On December 12, 1990, Jim Purcell, Assessment Coordinator, and Arthur Howington, Dean of Academic Services, agreed to initiate a tracking system for the developmental education program at Shelton State.

This tracking system will begin with the Fall 1990 cohort of students.

The fixed elements of the system will be those data items collected via ASSET during each Fall quarter.

The variable data elements will be as follows:

- a. grades in all developmental courses
- b. grades in all English (ENG) courses
- c. grades in all math (MTH) courses
- d. Cumulative GPA
- e. Quarterly GPA

The variable data elements will be collected each quarter beginning

The first report from the findings from this tracking system will be presented to the Dean of Academic Services on, or before, May 31, 1991. This report shall be entitled Initial Report, Fall 1990 Cohort and should include data collected from both the Fall Quarter 1990 and the Winter Quarter 1990-91. However, the report may include only data from the Fall Quarter 1990.

Tracking of a separate cohort will begin each Fall Quarter. Reports will be prepared on each cohort for six consecutive years.

Therefore, in the Spring of 1992, a report entitled Second-Year Report, Fall 1990 Cohort will be presented. This report will include data collected each quarter since the Initial Report, Fall 1990 Cohort. Also, in the Spring of 1992, a report entitled Initial Report, Fall 1991 Cohort will be presented. Then in the Spring of 1993, the following reports will be presented:

- a. Third-Year Report, Fall Cohort 1990;
- b. Second-Year Report, Fall Cohort 1991; and
- c. Initial Report, Fall Cohort 1992.

In the Spring of 1994, a fourth-year report will be prepared for the Fall 1990 cohort, a third-year report for the Fall 1991 cohort, a second-year report for the Fall 1992 cohort, and an initial report for the Fall 1993 cohort; and so on; and so on; and so on.

Other specific content of these reports (statistical tests, correlations, etc.) will be agreed upon at a later date but such content must permit the evaluation of the effectiveness of the developmental program and the evaluation of the effectiveness of individual courses within that program.

January 3, 1991, p. 3

Developmental Tracking System
(cont.)

system will be provided through the office of the Dean of Academic Services.

This tracking system will be adjusted and augmented, revised and refined as needed.

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IN JANUARY

DEAN HOWINTON TO CONDUCT
MID-YEAR REVIEW OF
PROFESSIONAL DEVELOPMENT ACTIVITIES

During the month of January, Dean Howington will meet individually with each member of the faculty of the Academic Instructional Division to review the progress being made toward achieving the goals and objectives established by each faculty member in his/her 1990-1991 Professional Development Plan.

As soon as we return from the holidays, Ms. Betty Walker will begin contacting faculty members to schedule these professional development plan review conferences with Dean Howington.

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PRESIDENT AND
ADMINISTRATIVE STAFF ADOPT
COMMITTEE RECOMMENDATIONS
FOR CHANGE IN PROCEDURE FOR
CURRICULUM MODIFICATION

At the December 20, 1990, meeting of the President's Administrative Staff, President Umphrey approved recommended changes in the procedure for making alterations in the college curriculum. The recommendations were submitted by the Committee on Curriculum, Instruction, and Learning Resources.

The recommendations provide that all requests for changes in the college curriculum must be submitted to the Committee on Instruction, Curriculum, and Learning Resources either by the Dean of Academic Services or by the Dean of Technical/Occupational Services.

Faculty who teach in programs and disciplines under the supervision of the Dean of Academic Services should submit recommendations for curriculum change to the Dean of Academic Services. Faculty who teach in programs and disciplines under the supervision of the Dean of Technical/Occupational Services should submit recommendations for curriculum change to the Dean of Technical/Occupational Services.

The Committee on Curriculum, Instruction, and Learning Resources will not officially consider suggestions or recommendations for curriculum change unless such suggestions or recommendations have been submitted by one of the instructional deans.

This new procedure applies for proposed new courses, for proposed changes in existing courses, for proposed new programs, and for proposed changes in existing programs.

The new procedure goes into effect immediately.

Otherwise, the policy and procedure for curriculum modification remains the same and is found on pages sixty-six and sixty-seven of the Faculty Handbook.

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A REMINDER REGARDING
AUDIX

The guardians of the voice mail system have asked that each faculty member check his/her voice mailbox frequently, at least twice a day.

Also, the guardians have asked that after voice mail has been received that it be deleted from the mailbox.

Otherwise, the system gets clogged up and does not function properly.

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"Education never ends, Watson. It is a series of lessons with the greatest for the last."

Sherlock Holmes

January 3, 1991, p. 4

NIGHT ADMINISTRATORS
FOR JANUARY

During the month of January, the
assignment of administrators to
night duty is as follows:

January 7--Bob Hagler
January 8--Bessie German
January 9--David Freeman
January 10--Ric Dice
January 14--Matt Devaney
January 15--Ann Capel
January 16--Bruce Bizzoco
January 17--Chuck Bearden
January 21--HOLIDAY
January 22--Ed Winslow
January 23--Bruce Bizzoco
January 24--Tom Umphrey
January 28--Britt Turner
January 29--Bruce Bizzoco
January 30--Rick Shelton
January 31--Rick Rogers

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EXTENSION NUMBER

FOR THE

SUCCESS CENTER

The Success Center now has a
telephone of its own. The
extension for the Success Center is
2315.

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